CORRESPONDENCE

EXAMPLES OF FORMAT

Office of the Deputy Director for Support

	VAGOT	XERO
	COPY	
i	ACTION MEMORANDU	M NO. A-265
•		3 July 1963
	TO: Deputy Director (Plans) Deputy Director (Support) Deputy Director (Intelligence) Deputy Director (Research)	General Counsel Inspector Ceneral Comptroller
	SUBJECT: Correspondence Addressed to	the Office of the Director
	1. This memorandum is a gentle reminstructions concerning the lead paragraph DDCI or Executive Director.	
	2. Probably due to the passage of time the O/DCI continues to receive memorand does not clearly indicate whether the document of the control	a in which the lead paragraph
	3. Addressees are requested to take sure that all memoranda submitted to the open with a sentence similar to one of the	DCI, DDCI or Executive Director
	a. "This memorandum is for reference is made to paragraphs	information only; particular, and "
	b. 'This memorandum suggest DDCI or Executive Director; this acti	sts action on the part of the DCI on is contained in paragraph"
	c. 'This memorandum subjits	s a recommendation for your
• :	approval; this recommendation is con	
1		

	Approved For Release 2001/09/03 :	CIA-RDP74-00005R000200100011
·	OBJX	XERO
	COPY	
İ	ACTION MEMORANDU	M NO. A-265
	•	3 July 1963
		3 july 1703
•		•
!	TO : Deputy Director (Plans)	General Counsel
	Deputy Director (Support)	Inspector & neral
- - - - - - - - - - - - - - - - - - -	Deputy Director (Intelligence) Deputy Director (Research)	Comptroller
	SUBJECT: Correspondence Addressed to	the Office of the Director
	 This memorandum is a gentle reninstructions concerning the lead paragraph DDCI or Executive Director. Probably due to the passage of time the O/DCI continues to receive memorand 	n of a memorandum to the DCI, ne, change of Directors, etc.,
	does not clearly indicate whether the docu information or background use only.	ment requests action or is for
	3. Addressees are requested to take sure that all memoranda submitted to the open with a sentence similar to one of the	DCI, DDCI or Executive Director
	a. "This memorandum is for reference is made to paragraphs	information only; particular, and"
	b. "This memorandum sugge DDCI or Executive Director; this act	ests action on the part of the DCI ion is contained in paragraph"
	c. "This memorandum subjit approval; this recommendation is co	ts a recommendation for your ntained in paragraph"
		/s/ Lyman B. Kirkpatrick Executive Director
		COPY

Approved For Release 2001/09/03 : CIA-RDP74-00005R000200100011-0

DO/S 46-3775

1 9 JUL 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Use of Certain Terms

As requested by you to pass around on a quiet basis, the following are the expressions and their definitions which I discussed at a recent staff meeting.

"DD/P, " "DD/S, " "DD/I, " and "DD/S&T" refer to the man, not the directorate. "Clandestine Services, " "Support Services, " "Directorate of Intelligence," and "Directorate of Science and Technology" should be used to refer to the directorate.

The term "Director" or "Director of Central Intelligence" should be used when referring to Mr. Helms, not "DCI."

25X1A

L. K. White
Executive Director-Comptroller

\DD/S Distribution:

Orig - DD/S Subject

1 - ea to D/CO, D/F, D/L, D/MS, D/P, D/S, DTR

CONTROL CROSE 1

CONTROL CONTROL CROSE 1

downgrading and declassification

COPY

_ COBY

DD/S 65-0000

REGULAR MEMORANDUM I

See RM II for those going to ExDir, DDCI and DCI by title.

MEMORANDUM FOR: Director of Personnel

SUBJECT

: XXXXXXXXXXXX XXXXXXXXXXXXX

REFERENCE

:: Memo dtd 5 Oct 65 to DD/S fr D/Pers, same

subject (or . . . subj: Holiday Duty)

R. L. Bannerman
Deputy Director
for Support

XERO

DD/S 65-0000

REGULAR MEMORANDUM II
Going to ExDir, DDCI, or DCI
by title.

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : XXXXXXXXXXXXXXX XXXXX XXXXXXXXXX

1. This memorandum is for your information only.

R. L. Bannerman
Deputy Director
for Support

XERO

Approved For Release 2001/09/03 : CIA-RDP74-00005R000200100011-0

REFERENCE LINES

XERO XERO

DD/S 65-0000

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT

: Holiday Duty

REFERENCE

: Memo dtd 25 Oct 64 to DD/I, DD/S, DD/P and

DD/S&T fr ExDir-Compt, same subject

if there is more than one reference:

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT

: Holiday Duty

REFERENCES

: (a) Memo dtd 25 Oct 64 to DD/I, DD/S, DD/P and DD/S&T fr ExDir-Compt, same subject

(b) Memo dtd 5 Nov 65 to ExDir thru DD/S fr DD/P, same subject

XERO COPY APPROVAL MEMORANDUM

DD/S 65-0000

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT

: Xxxxxxxxxxxxx Xxxxxxxxxxxx Xxxxx

- 1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph $\underline{4}$.

- $4. \quad \chi_{\text{NORTHER CONTINUOUS CO$

R. L. Bannerman Deputy Director for Support

The recommendation contained in paragraph 4 is approved.

Richard Helms
Director of Central Intelligence

Date

Distribution:

O - DD/S

1 - ER

1 - DD/S chrono

1 - DD/S subject (w/held)

1 - (any information addressee)

(Distribution shown on original on approval papers only.)

Note: If, for instance, the DD/P, General Counsel, or any other office outthe DDS were to sign CONCURRENCE on this approval memo, the concurrence

MEMORANDUM FOR THE FILE SUBJECT: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Vigos	:		A000	
1. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	MEMORANDUM FOR THI	E FILE		DD/S 65-0	000
1. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx					
1. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx				•	
1. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx		•			
1. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx					
1. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx					
1. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx					
1. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx					
 Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	MEMORANDUM FOR TH	E FILE		•	
 Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	CIIDIECT. V	Varanas Varanas		• ,	
2. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	bobject. Additional		XXXXXX	•	
2. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx					
	1. Xxxxxxxxxxxxxxx	xx, etc.			
	2 Vyvyymmannan	uru ata			
3. Xxxxxxxxxxxxxxxxx, etc.	2. ************************************	ax, etc.		•	
	3. Xxxxxxxxxxxxxx	xx, etc.			
	•				
R. L. Bannerman				R. L. Banners	man
Deputy Director for Support		•		Deputy Direc	tor

DD/S 65-0000

Adop \$

CENTRAL INTELLIGENCE AGENCY

Memorandum of Conversation

DATE: 5 November 1965

SUBJECT

Xxxxxxxxxxxxxx

PARTICIPANTS: Department of State:

William J. Crockett, Deputy Under Secretary of State for Administration

Central Intelligence Agency:

R. L. Bannerman, Deputy Director for Support

COPIES TO . DDCI, Ex.Dir.-Compt., D/F, OGC, DD/S (2)

R. L. Bannerman
Deputy Director
for Support

ON DD/S COPIES ONLY:

DD/S:RLB:fp

Distribution:

- O DD/S subject
- 1 each office listed above
- 1 DD/S chrono

FEB 57

, COPY

· ·

Approved For Release 2001/09/03: CIA-RDP74-00005R000200100011-0 INTERNAL USE ONLY COLLFIDENTIAL SECRET UNCLASSE 10 ROUTING AND RECORD SHEET SUBJECT: (Optional) Optional: XXXXXXXXXX XXXX XXX EXTENSION NO. FROM: Deputy Director for Support Room 7D-18 HQS 25X1A DATE 5 November 1965 TO: (Officer designation, room number, and DATE COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) OFFICER'S RECEIVED FORWARDED 1. Director of Personnel E¢k: Room 5E-56 HQS Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx XXXXXXXXXXXX. 3. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx 4. XXXXXXXX. 5. 6. R. L. Bannerman Att 7. Memo dtd 4 Nov 65 to DD/I, DD/P, DD/S, and DD/S&T fr DDCI, subj: ٤. Xxxxxx Xxxxxx Xxx *(DD/S 65-0000) DD/S:RLB:fp ۶. Distribution: O - Addressee w/cc of att Shows on DD/S 1 - DD/S chrono 10. 1 - DD/S subject w/att copies only. Copies are on this ! 11. form also. DD/S 65-0000 - Memo dtd, etc. *DD/S number showsonly on DD/S copies. 12. 13. 14.

SECSERO CONFIDENTIAL MITERNAL WINCLESSES UNICLESSES

15.

TRANSMITTAL SLIP 10 Je ry 1965

TO! Director of Logistics

PDOM NO. BUILDING 1C-50 Quarters Eye

REMARKS:

For your information.

(Note: Prepare a transmittal of the office to which the extract will be sent. It is not necessary to make a chrono and subject

(Note: Prepare a transmittal of the office to which the extract will be sent. It is not necessary to make a chrono and subject of the transmittal slip. The chrono and subject of the extract itself will be sufficient. Have the officer sending the extract (in this case Mr. Bannerman) initial above his title on the transmittal slip.)

FROM: Deputy Director for Support

ROOM NO. BUILDING
7D-18 Headquarters

FORM NO 241

REPLACES FORM 20-8 WHICH MAY BE USED.

\$ GPO:1957---O-439445

25X1A

Approved For Release 2001/09/03 : C	CIA-RDP74-0000	5R000200100011-0
· Vasil - A		<u>ر</u>
EXTRACT	XERO	DD/S 65-0000
A portion of any correspondence which		
is sent to an office or person for inform	a-	

6 January 1963 (The date the material quoted was written)

MEMORANDUM FOR THE FILE

tion.

E-X-T-R-A-C-T

- - "a. Xxxxxxxxxx, etc.
 - "b. Xxxxxxxxx, etc.

E-X-T-R-A-C-T

DD/S:RLB:fp)
Distribution:)
O - D/Log on 10 January 63)
1 - DD/S chrono)
1 - DD/S subject)
On DD/S copies only

220222 Approved Lor Release 2004 10 970 CIA-RDP74-00095R000200100011-0

R. L. Bannerman
Deputy Director
for Support

Λtt

Memo dtd 5 Nov 65 to DD/S fr D/Pers, subj: Recruitment

) If the attachment is clearly spelled out) in the body of the memorandum, there

is no reason to spell it out here.

BUT -- Do NOT use the phrase "As stated",

simply list "Att".

IF THERE ARE TWO OR MORE ATTACHMENTS:

2 Atts

Att 1: Memo dtd 5 Nov 56 to DD/S fr D/Pers, subj: Recruitment

Att 2: Memo dtd 23 Oct 65 to DD/S fr D/Pers, subj: Recruitment

Note: Please try to avoid using Tab A, Tab B, Tab C, etc., in listing attachments.

IF THERE ARE ATTACHMENTS PLUS A COURTESY COPY LINE, they are shown as follows:

R. L. Bannerman Deputy Director for Support

Att

Reference (or, Referent memorandum)

cc: General Counsel
Director of Personnel

NOTE: Memoranda have "Attachments"
Letters have "Enclosures"

FORMAL MEMORANDUM	•		
FORMAL MEMORANDUM		DD/S	65-0000
			
is form may be addressed by title or	name (•
•	t.		
	÷		
EMORANDUM FOR: Director of Pers	sonnel		
	•	•	
Xxxxxxxxxxxx	0000000000000000000000000000000000000	000000000000000000000000000000000000000	XXXXXXXX
CXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			
•			
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	·************	*********	XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			
Xxxxxxxxxxxx	XXXXXXXXXXXXXX	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
•		•	:
	•	•	
		R. L. Bar	merman
		•	
R, VERY INFORMAL This form never used for ExDir, DDC	I or DCI.		
mis torm meyer about the minutes, and a	-	*	
MEMORANDUM FOR: Mr. Echols			

Eck:

R. L. Bannerman

Approved For Release 2001/09/03: CIA-RDP74-00005R000200100011-0

INFORMAL GUIDANCE CONCERNING MR. HELMS' PERSONAL PREFERENCES IN THE FORMAT OF CORRESPONDENCE:

1. He prefers addresses to be no longer than four lines, if possible.

rather than

Mr. John W. Smith
Director
Department of.
0000 1st Street, N.W.
Washington, D.C. 00000

2. He prefers the memorandum format rather than a letter, even when replying to an incoming letter.

Example: MEMORANDUM FOR: The Honorable Dean Rusk
The Secretary of State

SUBJECT

rather than the letter format.

XERO





CENTRAL INTELLIGENCE AGENCY WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

NOTE: Memoranda to the President are double-spaced.

MEMORANDUM FOR THE PRESIDENT

SUBJECT: Safety Program of the Central Intelligence Agency

In accordance with . . .

I wish to assure you. . .

Richard Helms Director

Attachment

ON CIA COPIES ONLY:

DD/S:RLB:fp (ON DD/S COPIES ONLY)

Distribution:

O&1 - Addressee w/att

- 1 Signing Official w/att
- 1 ER w/att
- 2 = DD/S w/att
- 1 D/Sec w/att.

CONCUR:

R. L. Bannerman
Deputy Director

for Support

Date

.

Approved For Release 2001/09/03 : CIA-RDP74-00005R000200100011-0



CENTRAL INTELLIGENCE AGENCY WASHINGTON XX D. C. 20505

OFFICE OF DIRECTOR OF CENTRAL INTELLIGENCE

(This format applies to Ex. Dir. and DCI also-each letter must be on proper letterhead. The Executive Director uses DCI letterhead.)

The Honorable Robert S. McNamara The Secretary of Defense Washington, D. C. 20301

Dear Mr. Secretary: (Find out if the person signing the letter knows the addressee personally, for instance well

enough to use his first name.)

Sincerely,

Richard Helms
' Director

Enclosure (if a	e (11 any)
-----------------	------------

DD/S:RLB:jvw) On DD/S copies only.
אייין פימשאזיפי /עוע	y on DDy o copies only t
Distribution:)
Orig & 1 - Addressee)
1 - ER) Distribution on CIA copies only.
1 - Signing Offici	al
1 - DD/S Subject	CONCUR:
1 DD/C Observe	CONCOR:
1 - DD/S Chrono	Date
1 - DD/P	
(any other copies	s required)
	R. L. Bannerman
	Deputy Director
	for Support

Make an envelope for the letter to be forwarded to ER with package

XERO XERO XERO